

**CHIEF DISCIPLINARY COUNSEL
OFFICE OF DISCIPLINARY COUNSEL
JOB ANNOUNCEMENT**

JOB TITLE: Chief Disciplinary Counsel

POSITION LOCATION: Office of Disciplinary Counsel, Helena

SALARY LEVEL: \$98,000 - \$105,000

CLOSING DATE: May 15, 2017

POSITION DESCRIPTION AND RESPONSIBILITIES:

The Chief Disciplinary Counsel heads the Office of Disciplinary Counsel ("ODC"). The ODC is responsible for the intake, review and investigation of grievances and other information concerning alleged lawyer misconduct that is within the disciplinary jurisdiction of the Montana Supreme Court. ODC also prosecutes lawyers for alleged violations of the Montana Rules of Professional Conduct before the Commission on Practice and the Montana Supreme Court.

The Chief Disciplinary Counsel is appointed by the Montana Supreme Court, but it is not a State of Montana position and ODC is not a state agency. ODC is funded by an annual assessment on lawyers practicing in Montana. The Chief Disciplinary Counsel and ODC personnel are attached to the State Bar of Montana for administrative purposes only. The State Bar provides certain administrative services to ODC, and the State Bar's Board of Trustees reviews ODC's annual budget.

The Chief Disciplinary Counsel reports to the Montana Supreme Court, but exercises independent prosecutorial discretion. The counsel oversees a small staff.

MINIMUM QUALIFICATIONS:

- A Juris Doctorate degree from an ABA accredited law school;
- Admission (or intent to be admitted) to the State Bar of Montana;
- At least 10 years of progressively responsible legal experience;
- The ability to work under the demands of a large caseload is essential.

SPECIAL INFORMATION: The nature of this job may require long work hours and travel throughout the state. The powers and duties of the Chief Disciplinary Counsel are set forth in Rules 5 and 10 of the Montana Rules for Lawyer Disciplinary Enforcement.

BENEFITS: The successful applicant will report to the Supreme Court but will be an employee of the State Bar. The State Bar offers a comprehensive employment package including health insurance and leave benefits.

Application Procedures: Please forward a cover letter, resume, the names of three professional references and a legal writing sample to the: Montana Supreme Court, Court Administrator's Office HR, P.O. Box 203005, Helena, Montana 59620-3005. This position will close and application materials must be postmarked by May 15, 2017.

Reasonable accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments to may be provided to assist applicants in the recruitment and selection process, to perform the essential functions of the jobs or to enjoy equal privileges and benefits of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation contact the Human Resources Office at (406) 841-2982. TDD users may use the Relay Service by calling 1-800-253-4091.